

INVENTORY RECORDS SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0768	Inventory Clerk	04	354	6 mo.	04/29/88
3291	Inventory Specialist	04	354	6 mo.	04/29/88
3528	Inventory Record Control Supervisor	04	354	6 mo.	04/29/88

Promotional Line: 43

Series Narrative

Employees in this series perform duties involved in the implementation, maintenance, coordination, and/or development of inventory records systems for movable equipment.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Inventory Clerk 0768

Employees at this level maintain an equipment inventory system and assist in the receiving and distribution operations of a centralized receiving station. They work under general supervision from a designated supervisor.

An Inventory Clerk typically –

1. assigns and affixes inventory numbers or code to items of equipment
2. conducts physical inventory of all property and equipment
3. makes reports to designated university official on equipment that cannot be located
4. makes recommendations for reassignment of equipment
5. assists in loading, unloading, and distribution of incoming supplies and equipment as required
6. performs other related duties as assigned

Level II: Inventory Specialist 3291

Employees at this level establish, manage, and coordinate an inventory records system in conformance with university/campus procedures and in support of a major department and/or operating unit that uses diverse technical, scientific, and other permanent movable equipment housed in multiple locations. They work under direction from a designated supervisor.

An Inventory Specialist typically –

1. develops and maintains inventory record system of state and non-state equipment that meets university/campus requirements as well as additional needs of the major department and/or operating unit
2. supervises and/or performs physical inventory of property and equipment as required by the major department and/or operating unit
3. prepares reports for university/campus officials as well as for the major department and/or operating unit to enable better utilization of existing equipment
4. determines equipment surpluses and consults with principal investigators as to disposition
5. determines, in accordance with regulations, which items should be inventoried
6. prepares form reporting inventory changes to the Inventory Record Control Supervisor or other designated university/campus officials
7. supervises and/or performs the affixing of code numbers to each item of equipment
8. supervises, assists, and trains subordinates in carrying out assigned duties
9. assumes responsibility for security of departmental and/or operating unit equipment
10. performs other related duties as assigned

Level III: Inventory Record Control Supervisor**3528**

Employees at this level are responsible for the development, coordination, and maintenance of a university/campus-wide inventory record system for movable equipment. They work under direction from a designated administrator.

An Inventory Record Control Supervisor typically –

1. assumes responsibility for the development, coordination, and maintenance of an inventory record control system, including classification of equipment in conformance with the state Property Control act and university policies
2. coordinates inventory record control system with major departments and/or operating units
3. designates appropriate code numbers for each item of equipment
4. prepares form reporting inventory changes to State of Illinois
5. prepares and maintains a manual of instructions to ensure standardization of procedures for major departmental and/or operating unit reporting
6. designs and modifies form and filing system used in inventory record control
7. handles disposition of surplus equipment

8. prepares reports and correspondence
9. supervises and trains subordinates and other assigned personnel
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Inventory Clerk

0768

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to keep records accurately
2. willingness to work in extremely dirty areas
3. ability to do heavy lifting

Level II: Inventory Specialist

3291

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience in inventory work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of inventory procedures
2. working knowledge of coding, filing, and record keeping
3. language, mathematics, and reasoning development equivalent to that required for graduation from high school
4. ability to keep records accurately
5. ability to recognize equipment generally used by the department (to be determined during probationary period)

Level III: Inventory Record Control Supervisor

3528

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience in records management involving inventories

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of inventory procedures
2. extensive knowledge of coding, filing, and record keeping
3. language, mathematics, and reasoning development equivalent to that required for graduation from high school
4. supervisory ability

Inventory Clerk.....	Edited
Inventory Specialist	Edited
Inventory Record Control Supervisor	Edited